This job aid provides step-by-step instructions for uploading a copy of a lease or receivable lease contract to FPMT.
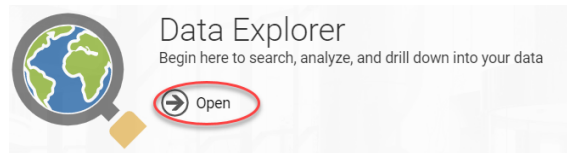
✓ Files should be attached to their corresponding table. For example, a lease contract should be attached to the Lease Contract table.

✓ Use the contract number as the file name.

Lease Contract

Navigate to the Lease Contract tile.

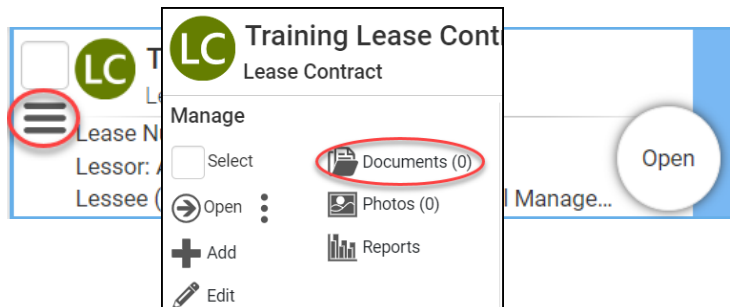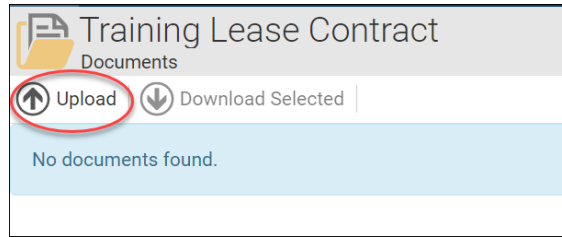|	
1. Select: Open.	Data Explorer — Begin here to search, analyze, and drill down into your data — Open
2. Select: Search.	History · Search · Filter · Selections
3. Select: Filter by. **4. Select:** Lease Contracts. **5. Select:** Refine by. **6. Select:** Lease Number. **7. Input:** Lease Number. **8. Select:** Search.	Search — Enter text to search — Filter by — LC Lease Contracts (2533) — Lease Number — Contains — Add criteria — Refine by — SEARCH · Explain · Clear All
9. Select: Menu. **10. Select:** Documents. ➔The document manager will open in a new window	Training Lease Cont — Lease Contract — Manage — Select · Documents (0) · Open · Photos (0) · Add · Reports · Edit · Open · Manage...

11. Select: Upload.

> **Training Lease Contract**
> Documents
> ⬆ Upload   ⬇ Download Selected |
> No documents found.

12. Browse for, or drag and drop, the file.

13. Select: Close.

> Upload a File
> Browse for File(s)   Clear Successful Uploads
> Drag and drop files here
> CLOSE

Receivable Contract

Navigate to the Receivable Contract tile.

1. Select: Open.

> **Data Explorer**
> Begin here to search, analyze, and drill down into your data
> ➔ Open

2. Select: Search.

> ⬅ History   🔍 Search   ▼ Filter | ☑ Selections

3. Select: Filter by.

4. Select: Receivable Contracts.

5. Select: Refine by.

6. Select: Receivable Contract Number.

7. Input: Receivable Contract Number.

8. Select: Search.

> **Search**   ✖
> ABC ▼ Enter text to search
> Filter by ▼
> ✖ RC Receivable Contracts (695)   ▲
> Receivable Contract Number
> ✖ Contains ▼ [   ]
> Add criteria
> Refine by ▼
> SEARCH   Explain   Clear All

9. **Select:** Menu.

10. **Select:** Documents.

➔ The document manager will open in a new window

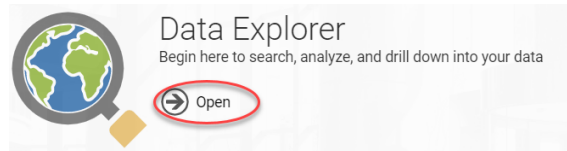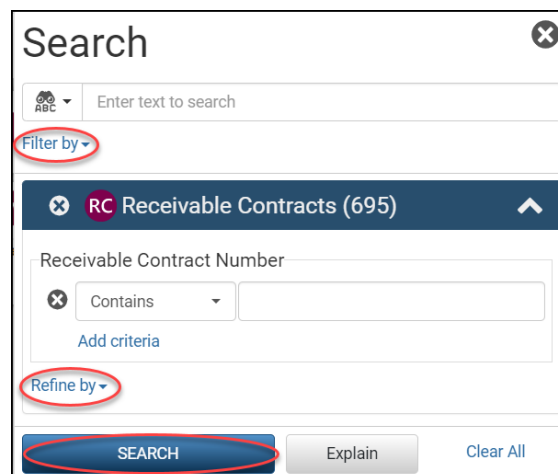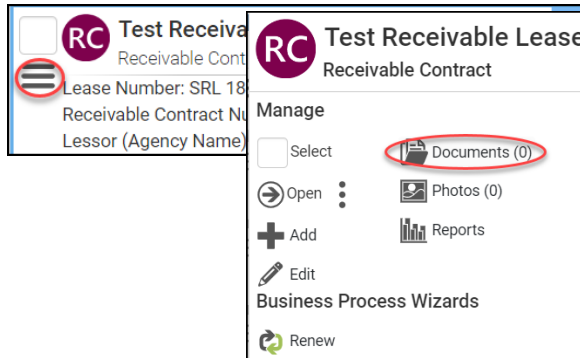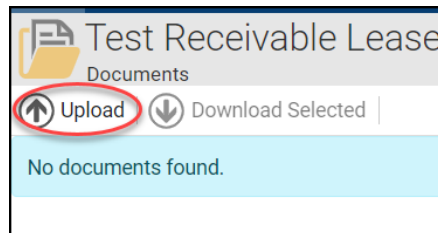11. **Select:** Upload.

12. **Browse** for, or drag and drop, the file.

13. **Select:** Close.

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Need help? Contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100